

**Town of Pownal
Select Board Agenda
Monday, July 8, 2024
6:00 pm Executive Session, 6:30 pm Regular Meeting**

I. Call to Order by Chair Morris at 6:32 pm.

Members Present: Jon Morris, Andy O'Brien, Kate Day
Town Administrator: Becky Taylor-Chase
Fire Chief: Jesse Peters

II. Executive Session per 1 M.R.S.A 405 (6)(A) Personnel Matters

Selectperson O'Brien motioned to enter in the Executive Session per 1 M.R.S.A 406 (6)(A) Personnel Matters at 6:10 pm. Selectperson Day seconded.

Discussion: None

Vote: Yes 2; No 0

Chair Morris motioned to exit the Executive Session at 6:31 pm. Selectperson O'Brien seconded the motion.

Discussion: None

Vote: Yes 3; No 0

III. Pledge of Allegiance

IV. Accounts Payable Warrant & Payroll Journal

- FY24 AP Warrant #1 in the amount of \$19,004.50.

Selectperson O'Brien motioned to approve FY24 AP Warrant #1 in the amount of \$19,004.50. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- FY25 AP Warrant #2 in the amount of \$45,148.59.

Selectperson O'Brien motioned to approve FY25 Warrant #2 in the amount of \$45,148.59.

Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- Payroll Journal #10 in the amount of \$9,699.98.

Selectperson O'Brien motioned to approve Payroll Journal #10 in the amount of \$9,699.98.

Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

V. Minutes of the Previous Meeting

• **Regular Meeting June 24, 2024**

Selectperson O'Brien motioned to approve the minutes of the June 24, 2024 regular meeting as written. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

VI. Public Comment – Non- Agenda Items

Shane Brady 247 Allen Road. He asked if the Select Board did their due diligence to eliminate a mobile home park? Chair Morris asked for more specific details. Mr. Brady stated map 9, lot 43 has a mobile home park overlay and since it was voted to put into conservation you cannot build on it therefore eliminates the mobile home park. Chair Morris thanked him for bringing this to their attention. He stated that parcel is part of the zoning. Mr. Brady stated that it's consolidated to that one lot according to town ordinance. The Town Administrator stated there are two areas in town zoned for mobile home parks. One is on the Poland Range Road and the other is the parcel on Elmwood Road but I'm not familiar with the full mapping. Chair Morris stated they will look at it. Mr. Brady asked if it went to the town attorney. Chair Morris stated our town attorney reviews everything on the warrant. Mr. Brady stated the State requires all towns to have two overlays for mobile home parks. He presented some print outs. Chair Morris stated we will check with the attorney.

VII. Department Head Reports

(Department head reports can be viewed on their respective website page(s))

- Select Board

VIII. New Business

• **Election of Chair**

Selectperson O'Brien nominated Jon Morris to be Chair of the Select Board. Selectperson Day seconded the nomination. There were no other nominations.

Vote: Yes 3; No 0

• **Board/Committee Appointments**

Chair Morris read through the appointments (see attached). Selectperson O'Brien motioned to appoint the afore-read members to their respective committees. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

• **Carry Forward Requests**

The Town Administrator stated that General Government, Mallett Hall and Human Services have no requests this year. Selectperson O'Brien has one request due to the signed contract for the water study the Economic Development and Sustainability Committee would like to carry forward \$24,481.00 that was budgeted last year. Selectperson Day asked for Selectperson O'Brien to elaborate. Selectperson O'Brien stated we got a grant through

the State drinking water program to do a water capacity study on our well. They will reimburse \$30,000. We asked for \$25,000 in this year's budget which was granted. The study came in at \$40,000. We have to pay that money upfront and then the State reimburses us and that money will go back into the undesignated fund balance.

Selectperson O'Brien motioned to grant the Economic Development and Sustainability Committee to carry forward \$24,481. Selectperson Day seconded the motion.

Discussion: The Town Administrator wanted to clarify the amount on the town meeting warrant was for \$15,000.

Vote: Yes 3; No 0

- **Fee Schedule**

Chair Morris went through the Animal Control Fees and Dick Hogue, Animal Control Officer, felt the fees were good. He went through the Administrative Fees. Due to town meeting vote repealing the Pay As You Throw program those fees will be removed. Selectperson O'Brien motioned to remove the Pay As You Throw bag fees from the fee schedule.

Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

The Town Administrator stated paper has doubled in price over the last three years so proposed the 8.5x11 copy fee go to \$1.00 per page. Selectperson O'Brien motioned to increase the 8.5x11 and 8.5x14 copy fee to \$1.00. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to increase the 11x17 inch copy fee to \$1.50. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Credit Enhancement Application Fee is a new fee suggested by the Town Planner. Selectperson O'Brien feels we should do a fee for the TIF Application as well. He suggested \$1500 for both. Chair Morris stated they don't necessarily have to come together. Selectperson O'Brien stated they would normally but our first time through was an anomaly. The Town Administrator stated the TIF is more established by town meeting which is determined by the Select Board. Selectperson O'Brien stated if someone comes forward and requests we establish a TIF district then that fee would apply. Selectperson O'Brien motioned to add to the fee schedule a TIF Application fee and Credit Enhancement Application fee for \$1000 each. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

The Code Enforcement fees were reviewed by the Select Board and Code Enforcement Officer, Ginifir Giddinge. The minimum fee was struck from the schedule. Selectperson O'Brien motioned to increase the creation of a single lot to \$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

The Planning Board fees for the Board of Appeals were changed two years ago and need to be updated on the schedule. The Town Planner suggested increasing the cost of the Land

Use Code Books to \$40. Selectperson O'Brien motioned to amend to \$40. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien suggested we increase the cost of the private pole and sign to cover our costs. He motioned to amend the cost to \$350. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the road opening/entrance fee to \$250-\$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the minor subdivision sketch plan to \$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the minor subdivision preliminary plan to \$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the minor subdivision final plan to \$1000. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

CEO Ginifir Giddinge commented that since the town adopted the conservation subdivision, we no longer have a major subdivision. The conservation subdivision replaced that.

Selectperson O'Brien stated you can still have a major subdivision if you do not choose to do the conservation subdivision which is more restrictive. Selectperson O'Brien motioned to amend the major subdivision preliminary plan to \$1500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the major subdivision final plan to \$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the amended subdivision sketch plan to \$500. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the amended subdivision preliminary plan to \$750. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the amended subdivision final plan to \$1000. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

The Town Planner suggested adding in fees for the Conservation Subdivision. Selectperson O'Brien motioned to establish the conceptual plan for the conservation subdivision as \$800. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to set the fee for the preliminary plan for a conservation subdivision at \$3000. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to set the fee for the final plan for a conservation subdivision at \$700. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the buildings up to 2000 square feet to \$100. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the buildings between 2000-10,000 square feet to \$250. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the additional buildings, 10,000 square feet to \$25. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to amend the back lot sketch plan to \$250. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien asked the CEO if back lots require a preliminary plan. She stated not required at this time. Selectperson O'Brien motioned to adjust the sketch plan for back lots to \$250. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

Selectperson O'Brien motioned to adjust the final plan for back lots to \$250. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

CEO Giddinge asked if was possible to add a fee for portable outhouses. Construction is covered. The state has changed the law. There are a couple of places in town that are using porta potties for actual bathrooms, and they will have to have them removed unless they get a permit from the town and pay a fee. Chair Morris asked what the advantage is to the town. She stated they are at the store and Garden Spot. Selectperson Day asked if they would need to be removed? CEO Giddinge stated yes unless she signs off on them. They

are never intended to be full bathrooms so the state is saying they would need to be removed unless the CEO approves them through a permit. Selectperson O'Brien stated a small nominal fee would show good will. The CEO suggested it be an annual permit. Selectperson O'Brien suggested \$25 and the CEO suggested \$100. Her reasoning is they are businesses that are taking in money and people are coming there and using the bathroom. The item was tabled to work out a few more details.

- **PCWA Insurance**

Selectperson O'Brien stated that the Thursday before July 1 we were notified that Liberty Mutual would no longer be writing policies for water districts. We scrambled and found another insurance carrier to cover PCWA for \$3,015.84 for the year. The overage from what was budgeted is \$1,893.84. This came out of the sinking fund. He has a meeting with the PCWA board to go over this and suggest that they become a member of MMA (Maine Municipal Association) and they might be able to reduce that amount.

- **Electronic Sign Recommendation**

Kathy Hogue sent out the workshop notes. The committee recommends NeoKraft to do the electronic sign. She stated we have not signed a formal contract yet because we need Select Board approval. The Town Administrator stated if it is approved she would sign the estimate. This is a new estimate based on feedback we sent them for making the post have a wood like material, peaking the roof to look more like Mallett Hall. This is the updated cost to do a 3x4 sign and is \$20,131.40. Mrs. Hogue stated we have not gotten a full aesthetics yet but want to work with their design team. She passed around a design she came up with. This would have a stone base. The Town Administrator stated this rendering was in response to the feedback to have a peak roof and base. The design team has not done a full design because we have not committed to them. Selectperson O'Brien asked what our budget is for the project. The Town Administrator stated we had \$34,000 and the committees have talked about adding a granite base so we would have \$14,000 to do that work. Mrs. Hogue stated we were going to ask NeoKraft if they had options to do the base and they were going to check around locally to try to use Pownal granite. Selectperson O'Brien motioned to approve the proposal and contract with NeoKraft signs. Selectperson Day asked if we anticipated the design change would bring the cost up. We expect it could and it would be a minimal amount. Selectperson Day seconded the motion.

Discussion: None

Vote: Yes 3; No 0

- **Benefits USA Letter**

Daniel Freund of 38 Cheehaak Road in Freeport. He handed out some papers. He stated he was here to answer questions. He amended the proposal, and the objective is to provide a better administrative experience for municipalities and school districts. Having spoken to a number of communities and school districts, people are doing a number of things with multiple systems. The RSU5 for example, Kelly is working with them. She sends out a large pile of paper and then it needs to get it recorded. This could all be consolidated to save a great deal of time and a lot of human error. It would be a better experience for a new employee coming to the school or town to have something that is more coherent. The implementation lays out the software and we changed the proposal to be no cost for the

installation and for the first year. We know that needs to be a budgeted item even though it's a modest cost. In years two and three we could collect one dollar per employee per month. The hope is when communities adopt it, it will be widely adopted. He contacted Maine Municipal Employees Health Trust to let them know he had a system available immediately that would eliminate one of the problems that the trusts has which is fiduciary liability. On page one it states we have an online portal to view and manage benefits. We're going to automate the data going to all the different businesses that provide services. One suggestion made by Kelly was to automate new hire onboarding. We are finishing that this month. There are a few other suggestions and they have not asked for any money for these changes. The company is located in Westbrook. If Pownal wants to move ahead with this, we will work with some person or persons on your team that has the information, so the project does not go on and on. We have decades of experience and can handle the complexity of towns, schools etc. The platform offers 30 minutes of phone support included in the plan. In exchange for our product and hard work we need Pownal to work with us. I sincerely believe Benefits USA working with the town and school district can save more than 100 million dollars per year. Our platform will make a better experience for new employees and existing employees and help bring you in compliance. Chair Morris stated we will discuss this in our administrative meetings and thanked Mr. Freund for all the information. The Town Administrator clarified that the agenda item was the letter that Mr. Freund sent asking the Select Board to send a list of questions to Maine Municipal Employees Health Trust. Chair Morris stated we will address it in our administrative meeting.

IX. Old Business

Chair Morris asked where we are with the roll out of the carts. The Town Administrator stated they had told her it would be July 22-23 and they sent postcards out stating next Monday. We had not planned any staging for that week. I had reached out to Casella but had not heard back. She may have been on vacation. The first pick up with the automated service is July 26th.

X. Correspondence

Selectperson O'Brien received a text message from Deb Delp who is building down on the Libby Road. She complimented the road crew on the amazing job done on Libby Road.

XI. Any Other Business

In the current budget it was approved to get a cell phone for the Road Commissioner. That was activated today and changed on the website and the Road Commissioner is working on migrating contacts over.

Chair Morris asked how we are doing on new hires? The Town Administrator stated she had 3 applicants for the part time IT position with a possible 4th coming. The ad closes a week from Thursday and I will be scheduling interviews the following week. The Road Commissioner is editing the ad for the part time public works job so that has not been posted yet.

Chair Morris asked when will the Select Board be setting the mil rate for fiscal year 2025?
The Town Administrator answered at the next meeting July 22nd and that meeting is open to the public.

XII. Adjournment

Selectperson O'Brien motioned to adjourn the meeting. Selectperson Day seconded the motion.

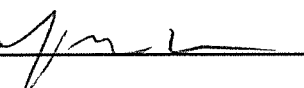
Discussion: None

Vote: Yes 3; No 0


Respectfully submitted,

Becky Taylor-Chase

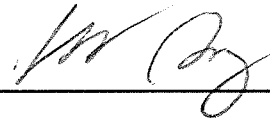
Town Administrator



Jon Morris



Andy O'Brien



Kate Day

Board of Appeals	Term	Future Facilities	
Thomas Hall	7/1/24-6/30/27	Patrick Christian	7/1/24-6/30/25
Budget Committee		Jesse Peters	7/1/24-6/30/25
Donna Watson	7/1/24-6/30/25	Matthew Nielsen	7/1/24-6/30/25
Gennifer Guilliano	7/1/24-6/30/25	Susan Briggs Peters	7/1/24-6/30/25
Matthew Roy	7/1/24-6/30/25	Michael Pascarella	7/1/24-6/30/25
Jenna Shue	7/1/24-6/30/25	Paul Schumann	7/1/24-6/30/25
		Alan Chesney	7/1/24-6/30/25
CAP Committee		Richard Hogue	7/1/24-6/30/25
Paul Schumann	7/1/24-6/30/25	Mallett Hall	
Jan Pieter van Voorst van Beest	7/1/24-6/30/25	Doris Blackstone	7/1/24-6/30/25
Cuyler Feagles	7/1/24-6/30/25	Kathleen Hogue	7/1/24-6/30/25
Theresa Lofgren	7/1/24-6/30/25	Jan Pieter van Voorst van Beest	7/1/24-6/30/25
		Marie Wendt	7/1/24-6/30/25
Conservation Commission		Robin Hodsdon Morin	7/1/24-6/30/25
Matthew Welch	7/1/24-6/30/25	Alice Kirkpatrick	7/1/24-6/30/25
Richard Hogue	7/1/24-6/30/25		
Janet Lynch	7/1/24-6/30/25	Planning Board	
Wellens King	7/1/24-6/30/25	Mercedes Pour-Previti	7/1/24-6/30/25
		Brian Stornelli	7/1/24-6/30/28
ED&S Committee			
		Recreation Committee	
Farmers Market		Kathleen Hogue	7/1/24-6/30/25
Jackie Vine	7/1/24-6/30/25	Heidi Richards	7/1/24-6/30/25
Nina McCandless	7/1/24-6/30/25	Coren Wheeler	7/1/24-6/30/25
		Ruth Hannan	7/1/24-6/30/25
		Ginifir Giddinge	7/1/24-6/30/25
		Solid Waste	
		Heidi Richards	7/1/24-6/30/25
		Lesley Taisey	7/1/24-6/30/25
